

RD AN No. 3519 (2036-A)
February 17, 2000

SUBJECT: Mandatory Use of the Government
Contractor-Issued Travel Charge Card

TO: Rural Development State Directors, Rural
Development Managers, Community Development
Managers and National Office Officials

ATTN: Administrative Program Directors

PURPOSE/INTENDED OUTCOME:

The Travel and Transportation Reform Act requires the Administrator, General Services Administration (GSA) to establish procedures on the mandatory use of the government contractor-issued travel charge card. This notice transmits USDA exceptions to the issuance and use of the travel card.

COMPARISON WITH PREVIOUS AN:

NONE. This policy will be incorporated in a future revision to RD Instruction 2036-A.

IMPLEMENTATION RESPONSIBILITIES:

The implementation date is for travel performed after February 29, 2000.

Exceptions to mandatory issuance of travel charge cards:

- New employees required to perform temporary duty travel en-route to their first post of duty.
- Employees who have had their cards canceled by the issuing bank.
- Intermittent/seasonal employees and those expected to travel 2 or fewer times a year.
- Employees with issues concerning credit, e.g., those with credit problems or issues, whether past or present

EXPIRATION DATE:
January 31, 2001

FILING INSTRUCTION:
Preceding RD Instruction 2036-A

Expenses exempt from mandatory use of the travel charge card:

- Out-of-pocket expenses, e.g., laundry/dry cleaning, parking, tolls, local transportation systems, taxicabs, tips.
- Expenses covered by the meals and incidental expense allowance and telephone calls.

In all cases, employees are encouraged to charge as many official travel expenses to the charge card as possible and/or use a contractor ATM for any cash advance since this will help maximize the rebates paid to the government by the bank.

The exceptions detailed above will be included in forthcoming revisions to the Agriculture Travel Regulations and RD Instruction 2036-A. Until that time, this memorandum constitutes Rural Development policy on the matter.

Signed by Leonard Hardy Jr.

LEONARD HARDY JR.
Deputy Administrator for
Operations and Management